



Helping Students Understand Internship Options

WORK-BASED LEARNING WEBINAR





HELPING STUDENTS UNDERSTAND INTERNSHIP OPTIONS

Presenters



Kirsten Kirby

Director, Work-Based Learning



Melanie Newell

Director, Partnership Activation





Where to find webinar recordings & slide decks

<https://ash.naf.org/public/article/index/wbl-fall-2022-webinars>

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WBL Fall 2022 Webinars

Join us throughout the fall for the following Work-Based Learning webinars, designed to expand your knowledge and provide you with helpful resources and actionable next steps.

All webinars except the Advisory Board webinar on 11/17 will be held at 3:30 pm Eastern Time.

UPCOMING WEBINARS

Webinars for All Audiences

Helping Students Understand Internship Options

Nov. 9 [3:30 pm ET] - [Register](#)

The Benefits of Advisory Board Subcommittees: NAF Pro Series Network Discussion

Nov. 17 [4 pm ET] - [Register](#)

Launch Year Webinar Series

A World of Resources: Finding What You Need

Nov. 15 - [Register](#)

PREVIOUS WEBINARS

Unique Sources for Recruiting New Local Partners for WBL - 10/4/22

[Recording](#)

[Slide Deck](#)

[Summary & Idea Sharing](#)

WBL Participation Tracker & Reflection Form Training - 10/18/22

[Recording](#)

[Slide Deck](#)

[Schedule Office Hours \(if you have specific questions\)](#)





Agenda

- Overview
- NAF's internship policy through August 2023
- Talking to students about the benefits of internships
- Existing internship options (including NAF affiliated programs)
- How students can build their own internship
- Additional internship options
- NAF resources
- Q&A





NAF's Internship Policy

Nothing is changing through August 2023!

Internship Options:

- In-person internships (1-to-1 or group-based)
- Virtual internships (1-to-1 or group-based)
- Health Science Clinical Experience

If an internship is not possible, NAF has approved the following options to temporarily meet the NAFTrack internship requirement.

Alternative Experience Options:

- Skill Building Activities and Projects (temporary alternative)
- Service-learning experience
- Volunteerism experience in a non-profit
- CTSO or Business Focused Project with business partner(s) assisting as project mentor/supervisor





NAF's Internship Policy through August 2023

All experiences must meet the following requirements:

- 80+ hours (or two 40-hour experiences)
- Paid, compensated, or volunteer
- Direct supervision by an accountable adult who is not the student's teacher, parent, or guardian
- Completion of the NAFTrack Internship Assessment by the student's mentor/supervisor (not teacher, parent, or guardian) at the end of the internship





NAFTrack – essential part of internship tracking at national & local levels

- 2022-2023 school year and summer 2023 internships will still be entered via NAFTrack
- Any student participating in an internship must be entered into NAFTrack and will access their account to complete the Student Internship Feedback Survey (SIFS)
- Students participating in any of the National Partner Internship Programs or the Raytheon Future Ready Engineers Program are assigned in NAFTrack by NAF HQ staff and we ensure supervisors complete the Internship Assessment
- Academies are responsible for assigning students in NAFTrack to internships with any other organizations & ensuring that those supervisors complete the Internship Assessment
- If you're not sure, please consult your Portfolio Manager





Advisory Board Members: This is a good time to put 2023 internships on their radar!

- Reach out now to start the conversation about internships and your students' needs
- Identify best practices from what they may have done previously and opportunities for growth for the upcoming internship season
- Give them tangible action steps and timelines



INTERNSHIP BENEFITS & OPTIONS





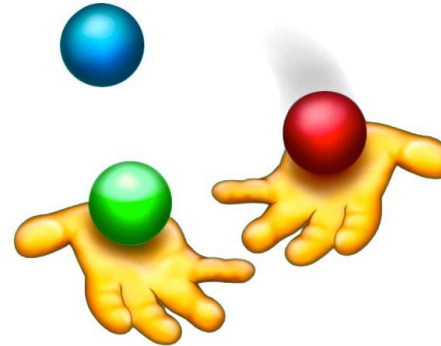
**Which of the following best describes
your junior year students' thoughts
about internships?**



A



B



C

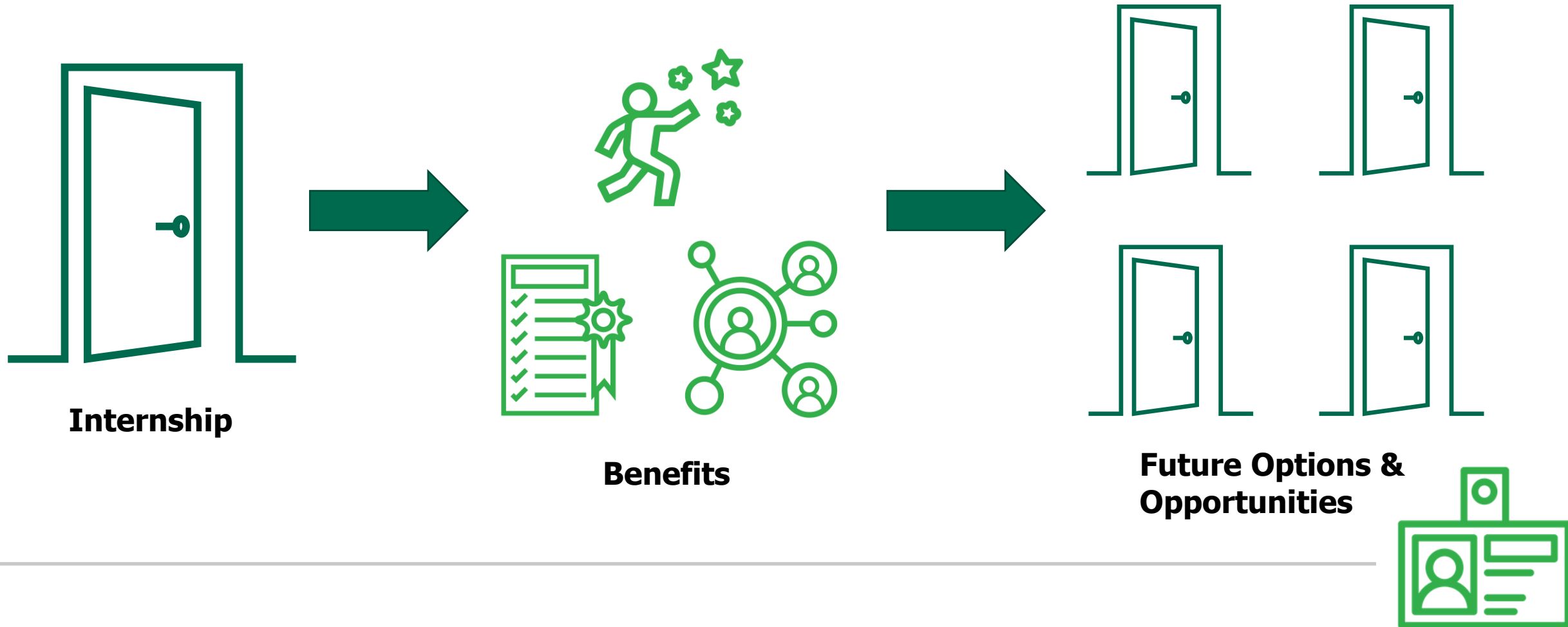


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Helping Students See the Benefits of Internships





HELPING STUDENTS UNDERSTAND INTERNSHIP OPTIONS

Internships...there are multiple flavors!



Existing internships
through established
programs



Build Your Own
Internship



Jobs-to-Internships



Mentored Industry Projects





Internship Options: Helping Students Think About Fit

Existing Internship Programs

Benefits

- Formally structured
- Good opportunities for building connections
- Often include salary or stipend

Drawbacks

- Application deadlines may be early
- Less flexibility in terms of schedule
- Often limited to a specific number of students within a radius of certain locations

Build Your Own Internship

Benefits

- More control over designing the elements of the internship & deciding on schedule
- Not competing against other students for a limited number of spots

Drawbacks

- May not be paid/compensated
- Requires more hustle to make this happen





Internship Options: Helping Students Think About Fit

Jobs-to-Internships

Benefits

- Students have the chance to elevate a job by adding a project of value
- Their job already has a set structure but they can be creative in designing their project
- They get paid for their work

Drawbacks

- Requires supervisor to agree to structure for elevating job into an internship

Mentored Industry Project

Benefits

- Often done in small groups (no individual student is doing all of the work)
- Focuses on solving a real-world problem/project
- Led by a professional who serves as a mentor

Drawbacks

- May not be paid/compensated
- May not have as many opportunities to build connections





Paid Internships vs. Compensation

- In an internship experience, students provide work of value to an employer and therefore should be paid at no less than the appropriate minimum wage in your area.
- In many internship alternative experiences, students are working on projects or tasks that mirror workplace environments and skill development opportunities but are not providing work of value to an employer company.

In these instances, students may be compensated for their time in ways such as college/high school credit, gift cards, scholarship/stipend, or prizes.

- Considerations for undocumented students and other students not legally authorized to work in the U.S.



EXISTING INTERNSHIP PROGRAMS





Existing Internship Program Options

- Local opportunities
- External opportunities through national organizations
- Opportunities through NAF Partners
 - Raytheon Future Ready Engineers Program
 - National Partner Internship Programs

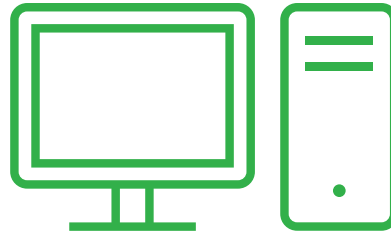




Supporting students in locating existing internship opportunities



**Local
organizations &
connections**



**Databases of
opportunities**



**Seeing/hearing what
previous students
have done**



LOCAL OPPORTUNITIES





Local Opportunities

Examples from across the NAF Network:

- Small Businesses
- Credit Unions
- Local government
- YMCA/YWCA

What are some examples of local internships your students have completed?



EXTERNAL OPPORTUNITIES THROUGH NATIONAL ORGANIZATIONS





External opportunities through nat. organizations



[Student Leaders Program](#)



[Computer Science for
Cyber Security
\(CS4CS\) Program](#)



[Summer Enrichment and Pipeline Programs](#)

Database resource to help students locate summer enrichment programs.



OPPORTUNITES THROUGH NAF PARTNERS



RAYTHEON TECHNOLOGIES FUTURE READY ENGINEERS PROGRAM (FRE)





2023 Program Overview

- Only open to specific AOE and AOIT academies
 - Class of 2024 and 2025 students only
 - Must be authorized to work in the US
 - Eligible academies will be notified around December 2022
 - Application open end of December 2022 – end of February 2023 (tentative)
 - Selected students notified in March 2023
- Considered a Mentored Industry Project not an internship
 - 4 weeks, 80 hours, 100% virtual
 - \$15/hour
- Facilitated by NAF
- Content sessions provided by Raytheon Technologies
- Fulfills NAFTrack Certification Internship requirement



NATIONAL PARTNER INTERNSHIP PROGRAMS (NPIP)





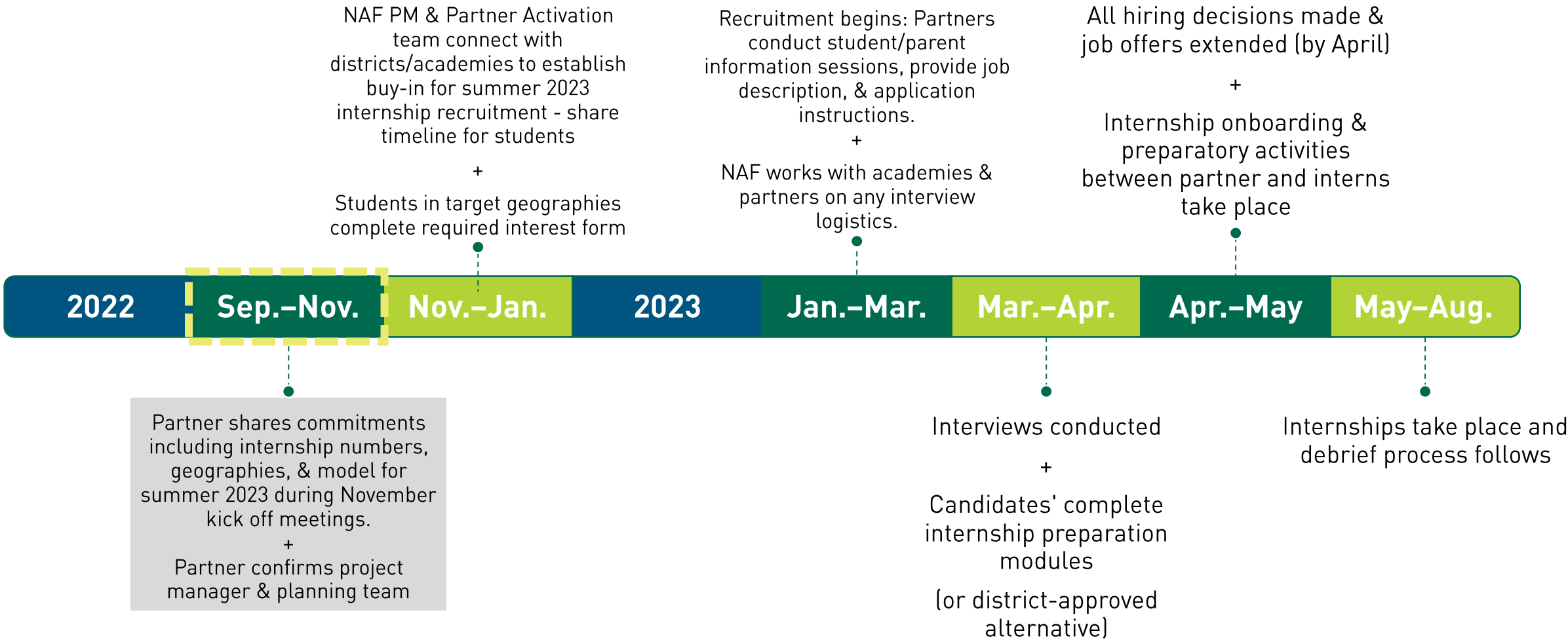
Overview of Programs & Process

- Partner programs providing 15 or more paid & NAFTrack eligible internships
 - Not inclusive of Raytheon Technologies Future Ready Engineers program – separate process. (Overlap of eligible students is possible)
- Centralized program management & planning – NAF HQ & Partner
 - 9-month planning cycle
- Only open to specific academies
 - Rising Juniors and Seniors only
 - Certain programs consider graduating Seniors (will be specified by partner)
- Academy selection is based on combination of:
 - Employer partner goals & priority locations
 - Academy location & theme
 - Advisory Board involvement
 - Prior engagement/relationship with academy and/or district
 - Student & academy readiness
 - Student candidate pool size



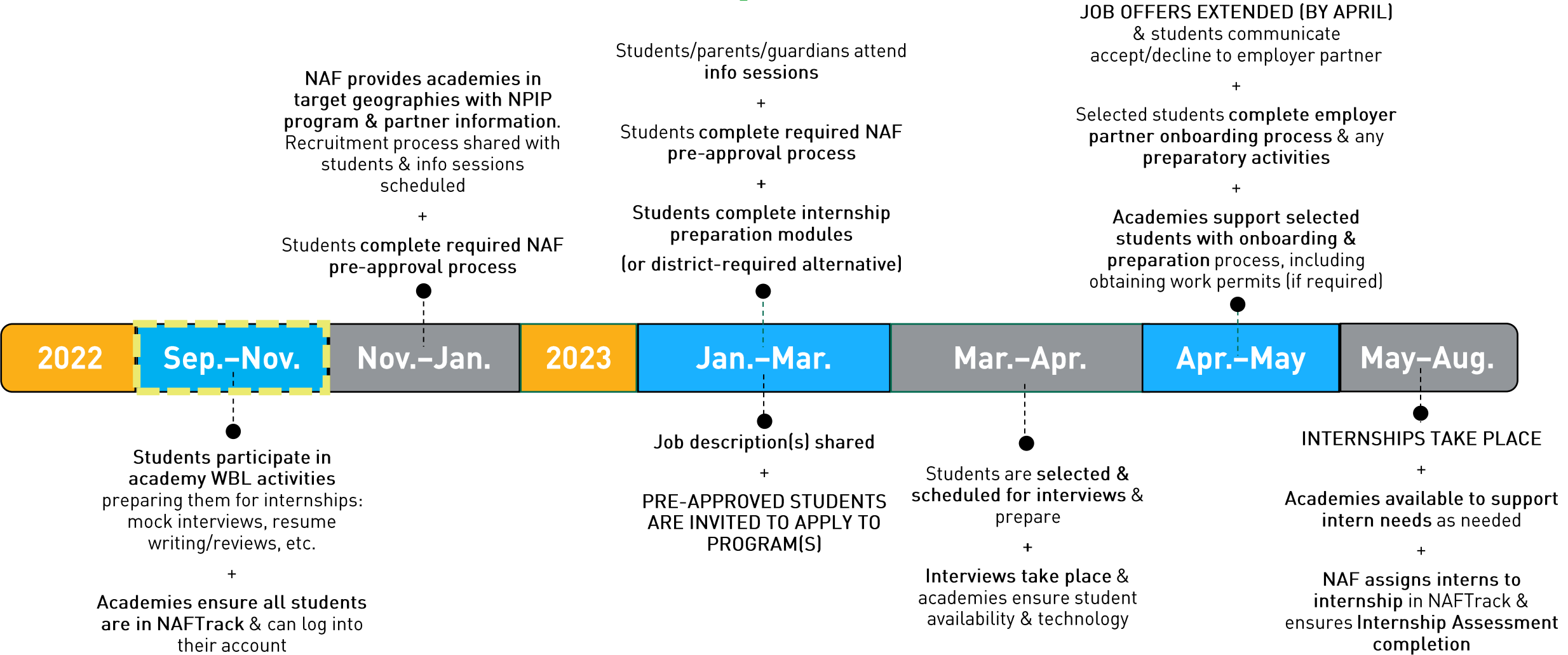


2023 NPIP Overall Planning Process Timeline





2023 NPIP Student & Academy Process

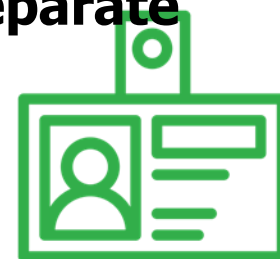




NAF pre-approval process for interested students

- New to most academies for 2023
 - Goal to streamline & expedite partner application & onboarding process for all
- Process contains an online form for students with six requirements to meet:
 1. Student is eligible to work in the United States (Successful I-9 form completion required by employers/partners to participate)
 2. Student is from an eligible academy and graduation class
 3. Academy staff approval/recommendation (upload Signed Form)
 - For some academies – completion of a required internship preparation course would be required
 4. Parent/Guardian approval & acknowledgment of support (upload Signed Form)
 5. Student uploads a professional resume
 6. Student uploads a screenshot of their NAFtrack progress dashboard

A student is considered “pre-approved” only when all six requirements are met. Only pre-approved students can begin and move forward with separate partner program application process(es).





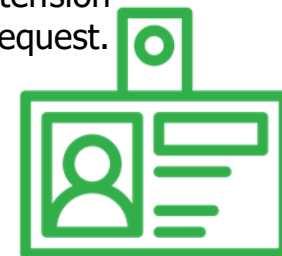
NAF pre-approval process for interested students

A student is considered “pre-approved” only when all six requirements are met. Only pre-approved students can begin and move forward with separate partner program application process(es).

- Students and academy staff will be notified when a student is pre-approved.
 - Any student who applies to partner program(s) without submitting for NAF pre-approval will be asked to complete NAF process before they can move forward in partner program application process.
 - Any student who submits for NAF pre-approval but does not meet all 6 requirements is considered “not approved” and should not begin & will not be able to move forward in partner program application process.
- Any student who submits for NAF pre-approval but one or both Docusign processes have not been completed is **not** pre-approved. They will be notified of their status and asked to assist in ensuring Docusign completion by Academy staff and/or Parent Guardian.

National Partner Internship Programs all have separate application processes.

- Some pre-approved academy students are eligible to apply for more than one program.
 - Eligible students can apply and even interview for multiple programs, however programs have different hiring schedules.
 - **Students must only accept one job offer**
 - In the event that a student might receive more than one job offer, student must communicate with employer partner if an extension is needed to accept/decline the job offer. It is up to the discretion of the employer partner whether to accommodate such a request.



BUILD YOUR OWN INTERNSHIP





Coaching students on how they can potentially build their own internship

- Have students define an area of interest or a specific career
- Encourage students to think about existing connections they might have and also ask their peers if they know anyone who works in a career they are interested in
- Have them design what a potential internship could include
- Use this information as a launching point for them to start researching organizations
- Once they have identified at least one organization to reach out to, provide guidance on how to compose a professional message that strikes the right tone
- Help them prepare for interviews or other conversations with the organization about opportunities





Sources for finding potential BYOI sites

- [AngelList](#) (start-ups)
- Business incubators
- Non-profits (can find via [Idealist.org](#) or your state's non-profit association)
- Organizations conducting research
(Examples: [AVMA Veterinary Clinical Studies](#), [CitizenScience](#))
- Local Chambers of Commerce
- Colleges/universities in your area
- [Museums](#)



OTHER INTERNSHIP OPTIONS





Jobs-to-internships option

- Students complete at least 80 hours of elevated work between the assigned internship start and end dates
- Provide the internship coordinator/academy teacher with proof of payment
- Connect elements of their work with their academy theme and/or future career aspirations
- Work with their current supervisor to:
 - Identify skill development opportunities
 - Implement new work responsibilities or tasks at an elevated level (a project of value)
 - Ensure the NAF Internship Assessment is completed by the end of the internship





Mentored industry projects

- Students connect with industry mentors to address challenges and solve problems in a community or industry
- Industry mentors guide project work, offering feedback and direction throughout the project process
- Students develop skills through professional interactions and understand connections between classroom content and their career aspirations
- Different formats (most common = small groups)
- Can count towards NAFTrack certification (same hours threshold as internships)





Other internship alternative options (through August 2023)

- Skill Building activities and projects
- Service-learning experience
- Volunteerism experience in a non-profit
- CTSO or Business Focused Project with business partner(s) assisting as project mentor/supervisor



INTERNSHIP RESOURCES





HELPING STUDENTS UNDERSTAND INTERNSHIP OPTIONS

Internship Resources in WBL section of ASH

Prepare for Internships

Ensure your students are ready for their internship experience. Explore how to incorporate internship preparation materials into your classroom today.

VIDEO RESOURCES

- Roadmap to Virtual Internships [VIEW ↗](#)
- Converting Jobs to Internships [VIEW ↗](#)
- Career & Technical Student Organization Projects [VIEW ↗](#)
- Service Learning and Volunteerism Projects [VIEW ↗](#)

PREPARE FOR INTERNSHIPS QUICK LINKS

- Internship Guide [VIEW ↗](#)
- Internship Preparation Modules [VIEW ↗](#)
- NAF Internship Assessment [VIEW ↗](#)
- Work and Learning Plan [VIEW ↗](#)
- Converting Jobs to Internships Checklist [VIEW ↗](#)

More Resources

FILTERS:

SHOW 8 ENTRIES

Designing A Great Virtual Internship

Help your students make connections, build skills, and make the most of their work in a virtual internship setting. Learn how to successfully plan...

[VIEW ↗](#)

Virtual Internship Planning Considerations

Intentional planning and exploration is key in creating a meaningful virtual internship experience for students. While impactful, virtual...

[VIEW ↗](#)

Virtual Internship Planning Resources

Engaging tools are the key to success in virtual internships. Explore highlighted recommendations and tools as you plan and implement virtual...

[VIEW ↗](#)

Internship Preparation Modules

Prepare for internship success through implementation of NAF's Internship Preparation modules.

[VIEW ↗](#)

Lesson plans

The Value of High School Internships

AUDIENCE: **EDUCATOR** **STUDENT**

WBL ACTIVITY: **INTERNSHIP**

Help students understand the importance of internships using this short lesson plan.

DOWNLOAD

The Value of High School Internships Lesson Plan



Instructions: This short activity is intended to help teachers discuss the importance of internships with their students. Instruct students to watch The Value of High School Internships video and answer the following questions in written format or as part of a group discussion. At the end of this activity, discuss your school's internship process and requirements and encourage students to explore local internship opportunities.

1. The students and alumni in this video discussed the importance of internships from their perspectives. What stood out as reasons you might consider completing an internship?
2. Which aspect of an internship do you think you would value most? (Examples may include career exploration, networking, or hands-on learning.)
3. What type of work environment or industry would you be interested in exploring through an internship? Explain.

Checklists

Converting Jobs to Internships Checklist

AUDIENCE: **EDUCATOR** **STUDENT**

WBL ACTIVITY: **INTERNSHIP**

Help students understand and take ownership of converting their job to a growth-focused internship.

DOWNLOAD

Converting... 1 / 4 39%

CONVERTING JOBS TO INTERNSHIPS

Converting your existing job into an internship builds skills within an existing role and allows you to better connect work with a future career.

Process **Resources** **Work of Value** **Assessment**

Process

Key steps in converting a job into an internship involve using provided resources with identified stakeholders to identify key skills for development, outline intentional roles and learning opportunities in a current job, and develop a project related to expertise and experience. Please note, the following checklist does not apply to internship alternative experiences.

Resources to assist in the Jobs to Internships process include:

- Jobs to Internships Student Checklist
- NAF Internship Assessment
- Project of Value Planning
- Work and Learning Plan

Developing a Project/Work of Value:

The internship experience is designed to grow understanding of skills and the chosen industry through workplace connections and experiences. To accomplish this, work completed during the internship must be of value to you and your employer, benefiting both to make that career and meet individual goals. The work is central in connecting your college and career goals to existing work and is developed to showcase internship learning and professional growth.

Internship Assessment

Interns are assessed using the NAF Internship Assessment. To ensure success, track the student's progress and provide feedback to the student, employer, and school.





HELPING STUDENTS UNDERSTAND INTERNSHIP OPTIONS

Videos on NAF's YouTube Channel

<https://www.youtube.com/c/NAFCareerAcads>

YouTube interface showing two video thumbnails:

- Top Video:** "The Value of High School Internships" by NAF (669 subscribers). The thumbnail features the NAF logo and the text "NAF Students & Alumni talk about their high school internships".
- Bottom Video:** "Converting Jobs to Internships" by NAF (669 subscribers). The thumbnail shows three students and the text "Converting Jobs to Internships".

YouTube channel page for NAF (669 subscribers) showing the "SHORTS" tab. The page includes a navigation bar with options: HOME, VIDEOS, SHORTS, LIVE, PLAYLISTS, COMMUNITY, CHANNELS, and ABOUT. Below the navigation bar, there is a grid of six video thumbnails, each with a title and view count:

Video Title	Views
Deena's Internship Week Video	229 views
Kami on the Value of High School Internships	83 views
Lauren's Internship Week Video	38 views
Alexis's Internship Week Video	64 views
Ud on the Value of his High School Internship	364 views
Araceli on the Value of her Internship	526 views





HELPING STUDENTS UNDERSTAND INTERNSHIP OPTIONS

New Resources launching on ASH later this month!

Internship Prep Modules

Preparing For Your First Internship



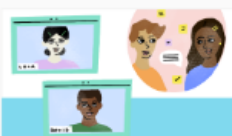
Module 1: My Story, My Strengths, My Goals

Students identify their strengths and how they can use them to start figuring out their professional identity and what they want to get out of their internship experience.



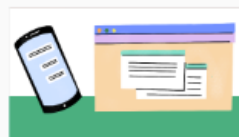
Module 2: My First Day

Students explore what a first day might look like and how they can best prepare themselves while maintaining self-authenticity.



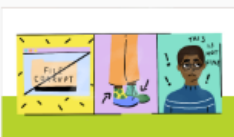
Module 3: On The Job (Verbal)

Students navigate the intricacies of verbal and non-verbal communication, including active listening, within the context of a workplace environment.



Module 4: On The Job (Written)

Students explore the intricacies of written communication and make communication style decisions.



Module 5: What Could Possibly Go Wrong?

Students are equipped with a growth mindset to help them embody adaptability and problem-solving for unexpected obstacles they may face in the workplace.

Getting Ready for the Day-to-Day



Module 6: Monday Meetings

Students understand how they can best utilize and get the most out of gatherings like a Monday Meeting.



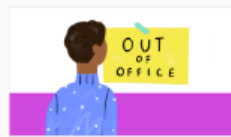
Module 7: Let's Get Lunch

Students practice navigating a more relaxed environment, a business lunch, practicing how to be casual while still maintaining overall professionalism.



Module 8: Busy Project Week

Students practice being helpful during a busy work week while still being mindful of their own work boundaries and having others respect those boundaries.



Module 9: Supervisor's Vacation

Students figure out how to problem-solve situations that may arise if their supervisor is away.



Module 10: Farewell, but not Goodbye

Students see the importance of networking, including peer-to-peer networking, and places emphasis on being polite, memorable, and proving their potential.

Internship Supervisor Resource Hub

Explore videos, tools, and templates to help you onboard, manage, and assess your interns.

First Week: Starting Strong

PERSPECTIVES FROM INTERNSHIP SUPERVISORS & INTERNS

VIDEO

Perspectives from Internship Supervisors & Interns

Introductory video highlighting several previous NAF interns and supervisors talking about their experience and sharing advice.

[VIEW](#)

ONBOARDING CHECKLIST

Onboarding Checklist

List of logistics to confirm as your intern starts.

[VIEW](#)

DAILY, WEEKLY, MONTHLY

Daily, Weekly, Monthly Check-Ins

Checklist of suggestions for meeting with your interns.

[VIEW](#)

Middle Weeks: Maintaining the Pace

SHOW 4 ENTRIES

FIND

BACK POCKET PROJECTS

Back Pocket Projects Overview & Templates

Customizable templates for supplemental projects you can give your interns.

[VIEW](#)

INTERN PROFESSIONAL DEVELOPMENT RESOURCES

Intern Professional Development Resources

Resources you can share with your intern to help them develop their professional knowledge and skills.

[VIEW](#)

BUILD ME UP

MHA LABS FEEDBACK FORMULA

Build Me Up

One-page feedback framework developed by MHA Labs.

[VIEW](#)

I BELONG AS I AM

I Belong As I Am

One-page guide on how to enable students to come to work as their authentic selves.

[VIEW](#)

INTERNSHIP ECOSYSTEM GAME

Internship Ecosystem

Activity for you and your intern about power dynamics in the workplace.

[VIEW](#)

DEIA GLOSSARY

DEIA Glossary

Guide to using equitable language.

[VIEW](#)

MOMENTS OF MENTAL WELLNESS

Moments of Mental Wellness

Tools you and your intern can use to pause, reflect, and recharge.

[VIEW](#)

5 TIPS FOR CREATING AND USING YOUR SUPERVISOR-TO-SUPERVISOR PEER NETWORK

Cultivating Connections with Your Fellow Internship Supervisors

Strategies for cultivating peer networks with other internship supervisors.

[VIEW](#)



QUESTIONS?





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NAF.ORG

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